

Knockin Village Hall

Registered Charity No. 522537

Trustees' Annual Report

1st April 2020 – 31st March 2021

Clerk to the Trustees:

Mrs Penny O'Hagan

3 Lady Ida,

Kinnerley

Oswestry

SY108DN

Tel 01691 682683 knockinpc@gmail.com

Names of Trustees

Knockin Parish Council is sole trustee of Knockin Village Hall

Knockin Parish Councillors

Cllr S. Edwards

Cllr D Roberts

Cllr M Lawson

Cllr C Doyle

Cllr A Hutchinson

Cllr C Keay

Cllr M Moseley

Sources of advice and support

Bank: Unity Trust Bank

Governance

Knockin Village Hall is an established charity on 30.10.59 and Knockin Parish Council became sole trustee in 30.4.15

The hall is leased from The Bradford Estate for an annual rent of 50p per year. The lease is a full repairing lease which means that, although no rent is payable, the Parish Council is responsible for keeping the building in good state of repair.

To guide the Parish Council in exercising its duty of care to members, employees and users of the hall, the following policy statements are in place:
Health & Safety Policy
Fire risk Assessment

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence with Shropshire Council which is in the process of being reviewed and updated.

Risk Management and Insurance

The village hall is insured with respect to property damage (buildings insurance) by Hiscox Insurance. It is insured with the same company with respect to contents, public liability, employers' liability and legal assistance.

The Parish Council recognises that it is under a legal obligation to protect the building, its users through adequate and appropriate insurance.

Building Issues

- Portable electrical appliances are tested by a qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- A Fire Safety Risk Assessment is reviewed annually and updated every three years.
- Fire alarm is serviced every 6 months and emergency lighting annually.
- Fire fighting appliances are inspected annually under contract .
- The Clerk of the Parish Council carries out regular fire alarm and emergency lighting checks.

Objectives of the Charity

Provision of a Village Hall for the use of the inhabitants of Knockin and the neighbourhood without distinction of sex or of political, religious or other opinions,

Use of village hall for use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

The hall is in use for a variety of activities

- Dog training
- Church Meetings
- Badminton
- Scouts
- Post Office
- Community Meetings
- Parish Council Meetings

The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund raising activities

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Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self financing basis. The contributions made by users of the hall and the annual contribution from the Parish Council are set to achieve this.

Management costs have been kept to a minimum and over the past year the Parish Clerks hours and cleaning budget have been cut in an attempt to reduce expenditure and reduce the hall's reliance on the Parish Council subsidy with an aim of reducing this over time.

In addition, the Parish Councillors give up on average 5 hours a month for meetings and running fundraising events

2020-21 Achievements

The hall has remained closed for a large part of the year due to the Covid 19 Pandemic. The only service that continued to run throughout the pandemic has been the weekly post office service.

Dog training mainly took place outside on the Amenity Area. It did restart inside when regulations permitted.

Badminton only hired the hall during October and the only one off hire came from a boot camp using the Amenity Area when regulations were lifted

Covid Business Rates Grant

The Assembly rooms was able to offset the reduced income from hire by being able to claim the Covid 19 Business Rates Grant. £34,331 was awarded although £15,000 had to be returned as the first grant was overpaid in error leaving a balance of £19331

Expenditure

Other than the usual expenditure on basic running costs and statutory inspections the small heaters in the hall were replaced making it a much warmer room. In addition to this extra expenditure was allocated for Covid 19 cleaning products to enable hirers of the hall to clean the hall before and after their hire sessions. The secretary also reduced her hours to 1 hour per week whilst the cleaners hours were increased as she has taken on more duties including undertaking and recording the statutory checks.

The charity had £21,133.02 in the bank as unrestricted reserves at the year end a significant increase of £2752 balance at 31.3.20. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. It is the Trustees' policy to increase unrestricted reserves so that they represent three months expenditure. Any excess reserves may be earmarked for specific projects

The Parish Council as sole trustee is responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan).

Future Plans

The heating system in the main hall requires improvement to make the hall warmer and build on the insulation project carried out in 2019.

Currently all fundraising activities like the Duck Race are on hold as the lifting of Coronavirus restrictions are awaited. It is planned to hold a community social event to enable new residents to meet with existing residents and build community spirit post covid which may help maintain the future financial sustainability of the hall.

The Parish Council as sole trustee declares that they have approved the trustees' report above.

Signed on behalf of the Parish Council

Signature

Full names David Roberts

Position Chairman
Date

KNOCKIN ASSEMBLY ROOMS
RECEIPTS & PAYMENTS 2020/21
31.3.21

| | |
|-----------------------------|-----------------------|
| Young Farmers | 15.00 |
| One off hire | 175.00 |
| Parish Council Contribution | 4000.00 |
| Electricity / msc. | 0.00 |
| Lunch Club | 0.00 |
| Badminton | 102.00 |
| Filling Station | 0.00 |
| Scouts | 0.00 |
| | 34431.0 |
| Grants/ fundraising | 0 |
| Dog Training | 1608.00 |
| Post office | 240.00 |
| PCC | 0.00 |
| VAT reimbursement | 494.72 |
| | <u>41065.7</u> |
| sub total | <u>2</u> |

Payments

| | |
|-----------------------|-----------------------|
| Cleaner | 1596.75 |
| Clerk | 1074.38 |
| Insurance | 804.27 |
| Water | 250.52 |
| BT | 566.80 |
| Power | 153.35 |
| Refuse | 407.02 |
| M and R | 1576.98 |
| Fees | 426.50 |
| Supplies | 52.55 |
| Statutory Tests | 225.00 |
| | 15000.0 |
| Covid Grant | 0 |
| VAT | 551.41 |
| | <u>22685.5</u> |
| sub total | <u>3</u> |
| | <u>22685.5</u> |
| Total Payments | <u>3</u> |

Surplus/Deficit-

Balance as at 1st April, 2020

Surplus/Deficit for year

Balance

18380.1
9

2,752.83

18,380.19

21,133.02

General Reserves

**£21,133.0
2**